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OIT-0208-87
15 April 1987

25X1 MEMORANDUM FOR: [] Chief
Printing and Photography Division, OL

25X1 FROM: [] Chief
Architectural and Technology Planning Staff, OIT

SUBJECT: Appreciation for Visual Aids Support

25X1 1. On 24 March, OIT sponsored a session for the Agency on future of
25X1 the Information Industry in the mid-nineties. We were supported in that
day-long activity by two members of your staff, []

2. The flawless presentation of the speakers' visual aids was a major contribution to the success we enjoyed that day. From the speakers' familiarization briefing in the early morning to the noontime slide changer changeout, they put in the extra effort needed to make the whole visual aids dimension smooth and professional.

3. A particularly happy surprise that we received after it was over was the quality of the videotapes of the conference. We had understood that the appropriate camera was broken, and a lesser capability backup was being substituted. The quality of the video we received was, however, first rate, and everything for which we hoped. We have already had a number of requests for briefers' materials and are pleased that we have such a high quality video with which to respond.

4. Thank you again for your excellent support. Please convey our appreciation to the aforementioned people.

25X1 cc: Edward J. Maloney, D/OIT
[] DC/AC/OIT

25X1 C/A&TPS/OIT [] (15 April 87)

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SUBJECT: Appreciation for Visual Aids Support

Distribution:

Orig - Addressee

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OIT STAFF SUMMARY SHEET

SUBJECT:

Appreciation for Visual Aids Support

PURPOSE OF ACTION:

ACTION OFFICER (Incl. Ext.)

Chief/A&TPS/OIT

REFERENCES:

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
DD/OIT	X			X	X
D/OIT	X			X	X 4/20

DISCUSSION:

SIGNATURE OF ACTION OFFICER

DATE

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.